



# OJP

Violence Against Women Office

## STOP Violence Against Indian Women Discretionary Grant Program

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### **Fiscal Year 2001 Application Guidelines**

APPLICATION DEADLINE:  
February 28, 2001

January 2001

Dear Colleague,

In a little more than five years, the landmark Violence Against Women Act (VAWA) has transformed many tribal communities' response to violence against women. The STOP Violence Against Indian Women Program (STOP VAIW) has been providing financial assistance to Indian tribal governments since Fiscal Year 1995. The Program reflects the Office of Justice Program's (OJP) firm commitment to working with tribes on a government-to-government basis to enhance tribal communities' responses to violence against Indian women. The STOP VAIW was statutorily created and received a 4% set aside from the STOP Violence Against Women Formula Grant Program from FY 1995 to FY 2000. Under the Violence Against Women Act of 2000, the set aside has been increased to 5%. Under the STOP VAIW, the Violence Against Women Office (VAWO) currently supports 130 federally recognized tribes, including consortia, which represent a total of 265 tribes across 26 states.

Due to limited funding, the Violence Against Women Office cannot guarantee funding to all current grantees. In Fiscal Year 2001, all Indian tribes are eligible to apply for funding under this Program, including those tribes that have never before received funding. The Office of Justice Programs (OJP) requires you to submit your application for funding through the **Grants Management System (GMS)**. Access through the Internet to this online application system will expedite and streamline the receipt, review, and processing of your request for funding. Please use the enclosed application guidelines to assist you in preparing your continuation application.

In addition, we have included the *Quick-Start Guide to Using GMS* in the enclosed package. A toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-888-549-9901. Applications must be submitted electronically through the Grants Management System to the Office of Justice Programs no later than **March 8, 2001**.

If you are a current grantee, you may contact your Program Manager for assistance. New applicants may contact the Program Administrator for the STOP Violence Against Indian Women Program, Sarah Deer, at 202/307-0344.

We look forward to receiving your application.

# **FY 2001 STOP Violence Against Indian Women Application Checklist**

A completed application will include items submitted on the Internet through the Office of Justice Programs (OJP's) Grants Management System (GMS), as well as items faxed to OJP. Please use this checklist to ensure that your application is complete.

## **Step One: Submit the following information Online Through GMS:**

*See Quick-Start Guide*

- G Application for Federal Assistance (SF-424)
- G Certifications/Assurances  
*Note: Applications will "sign off" on these assurances and certifications electronically through GMS*
- G Project Narrative  
*Note: Submit online as an attachment*
- G Budget Narrative  
*Note: Submit online as an attachment*
- G Budget Detail Worksheet  
*Note: Submit online as an attachment*

## **Step Two: Fax Required Documents**

*These documents are not included in GMS and must be faxed to OJP as part of your application. Documents must be faxed to both: 202/354-4147 and 202/354-4004*

*Important: Please include the Program*

- G Memorandum of Understanding
- G At least one letter of support from a non-profit non-governmental victim services agency, OR a letter from victims in the community to be served
- G Certification of Compliance with VAWA eligibility requirements
- G Letter of non-supplanting
- G **Consortium only:** Tribal resolutions from member tribes
- G Indirect Cost Agreements

## **IMPORTANT: Due Date**

**All materials must be received by 5:30 pm (EST) on MARCH 8, 2001**

Note: Applicants who have never registered with GMS must register online at least two-weeks prior to the application deadline. It may take up to one week for you to receive confirmation that you are eligible to apply. Applicants who have previously registered with GMS and have a GMS password should log on to GMS at least two-weeks prior to the application deadline to determine that the password is still valid. If your password has expired, follow the on-screen instructions or call the GMS Helpdesk at 1-888-549-

## Quick-Start Guide to Using the Office of Justice Programs Online Grants Management System

- ◆ **Step 1.** Using an established Internet account,\* go to the World Wide Web page: <http://www.ojp.usdoj.gov/fundopps.htm>.  
**An online GMS User's Manual is available on this page, and you may link directly** to the OJP's Grants Management System (GMS) which will provide online "help" screens.
  
- ◆ **Step 2.** Select "**Logon to the Grants Management System (GMS)**" to apply for OJP Program Office Grant Funding
  
- ◆ **Step 3.** If you have never used GMS, click on "**New User? Register Here**" and follow the on-screen instructions to register with GMS. After registration, you will receive confirmation through email that you are eligible to submit an application. It may take up to one week for you to receive confirmation that you are eligible to apply.  
  
If you are not a new user and have a GMS password, click on "**Login.**" If your password has expired, you will receive an "Authentication Error" or "Unauthorized User" message. If this happens, click "Having Login Problems?" for assistance in updating your password.  
  
**Please note:** Applicants must ensure that the authorizing official and alternate contact are filled out correctly. The signing authority is an individual authorized to accept grant funds on behalf of your agency (for example, the Tribal Chairperson or the Principal Chief). If the individual submitting the online application is not the signing authority, that individual must list the authorizing official's name and contact information where appropriate.
  
- ◆ **Step 4.** To **submit** an application online, complete the on-screen *424/Application for Federal Assistance* and attach and upload the budget narrative, budget detail, and program narrative in either wordprocessing or spreadsheet files. After submission, you will **receive confirmation through email** that OJP has received your application and you will be given an **application number** for future reference.

*\*If your jurisdiction or organization does not already have an Internet account, you must establish one in order to apply online for Office of Justice Programs funding. To do this, call the GMS Hotline at 1-888-549-9901 for assistance.*

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## INTRODUCTION

The STOP (Services•Training•Officers•Prosecutors) Violence Against Indian Women Discretionary Grant Program implements certain provisions of the Violence Against Women Act pursuant to Sections 2001 through 2006 of the Omnibus Crime Control and Safe Streets Act of 1968, as amended by Title IV, Section 40121 of the Violent Crime Control and Law Enforcement Act of 1994, Public Law 103-322, and the Violence Against Women Act of 2000, Public Law 106-386. This application kit provides program and application guidelines for FY 2001 grant awards to be administered by the Violence Against Women Office (VAWO), Office of Justice Programs (OJP), U.S. Department of Justice.

The primary purpose of the STOP Violence Against Indian Women Discretionary Grants Program, hereinafter referred to as the "Program", is to reduce violent crimes against Indian women.<sup>1</sup> The Program provides federal financial assistance to Indian tribal governments to develop and strengthen the response of tribal justice systems to violence committed against Indian women. The Program encourages tribal governments both to develop and implement effective strategies tailored to address their unique circumstances in preventing and responding to violent crimes against Indian women and to develop and enhance services provided to victims of these crimes.

The Violence Against Women Act of 2000, (VAWA 2000), reauthorizes critical grant programs created by the Violence Against Women Act of 1994 and reflects a firm commitment to changing and enhancing the criminal justice system's response to domestic violence, sexual assault and stalking. VAWA 2000 requires that five percent (5%) of the amount appropriated each year for the STOP Violence Against Women Formula Grant Program be available to Indian tribal governments.

The goal of this Program is to encourage tribal governments to develop and strengthen the tribal justice system's response to violence against Indian women and to improve services to victims of domestic violence, sexual assault, and stalking. The Assistant Attorney General, Office of Justice Programs (OJP), is authorized to award discretionary grants to develop and strengthen tribal justice system strategies to address violence against Indian women and to develop and strengthen victim services in such cases.

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<sup>1</sup> Although both women and men may be victims of domestic violence, sexual assault, and stalking, women are the victims of the vast majority of these crimes. According to the Bureau of Justice Statistics, more than 85% of violent victimizations by intimate partners between 1993 and 1998 were perpetrated against women. Women are between 13 and 14 times more likely than men to be raped or sexually assaulted; for instance, in 1994, 93% of sexual assaults were perpetrated against women. Four of five stalking victims are women. Data on male victimization do not document comparable victimizations and injury levels, do not account for women who act in self defense, and do not measure financial control, intimidation, and isolation used by perpetrators of domestic violence against women. For these reasons, this application kit may refer to victims as women and perpetrators as men. However, applicants who receive grants under this program must serve all victims regardless of gender.

## BACKGROUND

Historically, most tribal governments did not tolerate violence against women.<sup>2</sup> Many tribal traditions include strong, swift response by tribal leaders to crimes such as domestic violence, sexual assault, and stalking.<sup>3</sup> In modern times, as a result of the awareness of the incidence of the violence against women, advocates have worked within their own communities to ensure that victims of violence continue to be treated with dignity and respect by the criminal justice system. Advocates – and their partners in the criminal justice system – are seeking vigorous enforcement of existing laws and enactment of new, stronger laws to address violence against women. Native women advocates have been actively involved in these reform efforts from the beginning. Through their participation and leadership, national and statewide coalitions against domestic violence and sexual assault and the first Native women's shelter program in Indian Country were established.

The Violence Against Women Act was enacted to enhance services for victims and improve the civil and criminal justice system's response to violence against women. American women are raped and/or physically assaulted primarily by intimate partners (76%), (e.g., current or former husband, co-habiting partner or date)<sup>4</sup>. Most violence perpetrated against women is perpetrated by males. Of adult women reporting rape and/or physical assault, 93% were assaulted by a male.<sup>5</sup>

Research indicates that American Indians and Alaska Natives are at significantly greater risk of violence than other Americans.<sup>6</sup> Studies indicate that American Indian women are particularly vulnerable to violent crime, reporting a rate of victimization nearly twice that of other racial groups.<sup>7</sup> Nationally, stalking victimization is considerably higher among American Indians and Alaska Natives. Seventeen percent (17%) of all Native women will be stalked during their lifetimes.<sup>8</sup>

Unfortunately, the modern barriers Indian women face when confronting domestic violence, sexual assault, and stalking are considerable. American Indian and Alaska Native women and children living on and off reservations, rancherias and pueblos, or in villages frequently do not have access to telephones, transportation or any other form of emergency services. The response time of law

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<sup>2</sup> Valencia-Weber, Gloria, and Christine P. Zuni, *Domestic Violence and Tribal Protection of Indigenous Women in the United States*, St. John's Law Review, Winter-Spring 1995, p. 69.

<sup>3</sup> *Ibid*, p. 112.

<sup>4</sup> Tjaden, Patricia, and Nancy Thoennes, *Prevalence, Incidence and Consequences of Violence Against Women: Findings From the National Violence Against Women Survey*, Research In Brief, Washington, DC: National Institute of Justice, November 1998, NCJ 172837, p. 8.

<sup>5</sup> *Ibid.*, p. 8.

<sup>6</sup> Greenfeld, Lawrence, and Steven Smith, *American Indians and Crime*, Washington, D.C., Bureau of Justice Statistics, February 1999, NCJ 173386, p. v.

<sup>7</sup> Tjaden, Patricia, and Nancy Thoennes, *Extent, Nature, and Consequences of Intimate Partner Violence*, Findings from the National Violence Against Women Survey, Washington, DC: National Institute of Justice, July 2000, NCJ 181867, p. 25.

<sup>8</sup> Tjaden, Patricia, and Nancy Thoennes, *Prevalence, Stalking in America: Findings From the National Violence Against Women Survey*, Research In Brief, Washington, DC: National Institute of Justice, April 1998, NCJ 169592, p. 5.

enforcement authorities to victims in remote parts of Indian country can be several days. Due to the inadequate number and capacity of jails, many tribal law enforcement officers cannot take perpetrators into custody. Even if they are prosecuted and convicted, many abusers are sentenced only to probation, with no accompanying sanctions intended to stop their violent behavior. Furthermore, many Indian Nations with law enforcement authority do not have tribal codes defining domestic violence, sexual assault, or stalking as criminal conduct. Indian women residing in communities without these codes frequently do not report these incidents to law enforcement because of the perception that the justice system cannot prevent future violent attacks. The combination of geographic isolation, lack of emergency services, and familiarity with the justice system leaves many victims without any means of accessing assistance.

The STOP Violence Against Indian Women Discretionary Grant Program is designed to address and overcome the obstacles described above. Since fiscal year 1995, 267 tribal communities have received funds to develop and implement strategies to combat violence against Native women. Funding supports initiatives on reservations, pueblos and rancherias, off-reservation service areas, and in Alaska Native villages. Tribal justice systems' implementation of the VAWA takes the form of increased communication and coordination between tribes and their neighboring jurisdictions to enhance the safety of Native women and hold perpetrators of domestic violence, sexual assault and stalking accountable. Many of the programs provide direct services to victims of domestic violence, sexual assault and stalking. Tribal grantees have also updated tribal codes for effective prosecution; developed policies, protocols and procedures for tribal law enforcement and prosecution; implemented technological enhancements within the tribal justice system; and ensured that tribal criminal justice professionals receive specialized training on the complex dynamics of violence against women.

The Violence Against Women Office remains committed to implementing the STOP Violence Against Indian Women Discretionary Grants Program in such a way that Indian tribal governments can continue to provide leadership and direction on enhancing responses to violence against women. In reaffirming the United States' unique relationship with Native American tribal governments, Executive and Justice Department Policy requires the Office of Justice Programs to work on a government-to-government basis with Indian Tribes.<sup>9</sup>

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<sup>9</sup> President's Memorandum on Relations with Tribal Governments, April 29, 1994, 3 C.F.R. 1007 (1995), Consultation and Coordination with Indian Tribal Governments, Exec. Order No. 13175, 65 Fed. Reg. 67,249 (2000), and Department of Justice Policy on Indian Sovereignty and Government-to-Government Relations, 61 Fed. Reg. 29424 (June 1, 1995).



## FY 2001 STOP VIOLENCE AGAINST INDIAN WOMEN DISCRETIONARY GRANT PROGRAM

### PROGRAM ELIGIBILITY

- A. **Indian tribal governments** are eligible to apply for grants to address violence against Indian women through this Program. (See definition of *Indian Tribe* on page 30.)
- B. Tribes participating in the services provided by a **consortium** are eligible to apply for funding through this Program. Any *organized group or community of Indians* or a consortium representing several Indian tribal governments that requests funding must submit a tribal resolution from each constituent tribal government that would participate in the activities outlined in the application.

Applicants must demonstrate that the proposed project was developed in consultation with non-profit, non-governmental Indian victim services programs, including sexual assault and domestic violence victim services providers, to the extent that they exist, or with governmental victim services and victims in the community to be served, and that such agencies or individuals will participate in the development and execution of the implementation plan.

In addition, victim services programs must meet all of the following criteria in order to be eligible for funding:

- ☐ Victim services programs must have, as one of their primary purposes, to provide services to victims of domestic violence, sexual assault, dating violence or stalking.

*Experts view domestic violence as a pattern of coercive behavior that is used by one person to gain power and control over a current or former intimate partner. This pattern of behavior may include physical or sexual violence, emotional and psychological intimidation, threats, verbal abuse, stalking, isolation and economic control. Tribal governments and designated administering agencies should be aware that when victims of domestic violence flee from abuse, perpetrators of domestic violence frequently claim to be victims in order to locate their former victims, punish them for leaving, or regain control over victims through legal proceedings. Organizations that claim to assist victims but actually assist perpetrators in regaining control over victims are not eligible for support. Moreover, in cases of dual arrest or cross allegations of abuse, projects must not provide victim services to the primary or predominant aggressor.*

- ☐ Victim services programs must reflect (e.g. through mission statements, training for all staff, etc.) an understanding that the violence perpetrated against victims is grounded in an abuse of power by offenders, reinforced through intimidation and coercion, sanctioned by societal norms, and supported by the Western legal system's historically discriminatory response to domestic violence, sexual assault and stalking crimes.

*Victim services programs must have this understanding because existing societal and legal norms validate perpetrator conduct, compromise victim safety, discourage social support for victims, and perpetuate societal tolerance of the violence. In the context of these norms, perpetrator conduct impedes the liberty and autonomy of victims, creates fear of the perpetrator, causes physical and/or psychological injury, and limits the victim's access to services. The philosophy of victim services programs must reject the use of violence and intimidation to perpetuate these and other*

*forms of inequality.*

- ❑ Victim services programs must address a demonstrated need in their communities by providing services that promote the integrity and self sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence.

*A lack of services alone does not demonstrate the need for a particular program to be funded. Rather, tribes should determine whether there is a demonstrated need for the proposed services and whether the program would serve a significant number of victims who do not otherwise have access to resources such as safe housing, economic self sufficiency, advocacy and counseling, and culturally appropriate services. Services must be designed to restore victim autonomy and liberty, for example, by assisting victims when perpetrators have denied them access to financial resources such as family income or bank accounts.*

- ❑ Victim services programs must not engage in activities that compromise victim safety.

*Examples of activities that compromise victim safety include, but are not limited to: mediation, alternative dispute resolution, couples counseling, or any other intervention that implies that both parties are responsible for the perpetrator's violence; failing to respect victim autonomy and decision making; intervention or counseling programs for perpetrators that do not use the coercive power of the criminal justice system to hold them accountable for their behavior, such as anger or stress management programs; and providing perpetrators with confidential information about the whereabouts or activities of victims or their families.*

- ❑ Victim services programs must consult and coordinate with non-profit, non-governmental victim services programs including sexual assault and domestic violence victim services programs, or Native women in the community.

*Applicants must demonstrate that they have consulted and coordinated in a meaningful way with sexual assault and domestic violence victim services programs or coalitions, or Native women in the community.*

## CERTIFICATION OF ELIGIBILITY

Tribal governments must certify compliance with the statutory eligibility requirements of the VAWA, which require tribal governments to pay all out-of-pocket costs of forensic medical examinations for sexual assault victims and, where applicable, the filing and service fees for civil and criminal domestic violence cases. Appendix C contains the *Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act for Tribal Governments* that each Indian tribe must sign and submit to demonstrate its compliance with these requirements:

### **Forensic Medical Examination Payment Requirements for Victims for Sexual Assault.**

(See definition of *forensic medical examination* on page 31). An Indian tribe is in compliance with the forensic medical examination payment requirement if the tribal government pays the full out-of-pocket costs of forensic medical examinations for victims of sexual assault. *Full out-of-pocket costs* means any expense that may be charged to a victim in connection with a forensic examination for the purpose of gathering evidence of a sexual assault (e.g., the full cost of the examination or a fee established by the physician or facility conducting the examination). For individuals covered by insurance, *full out-of-*

*pocket costs* means any costs the insurance does not pay. A tribal government or another entity must:

- ☐ provide such examinations to victims free of charge;
- ☐ arrange for victims to obtain such examinations free of charge; or
- ☐ reimburse victims for the cost of examinations if:
  - ☐ the reimbursement covers the full out-of-pocket costs of such examinations, without any deductible requirement or maximum limit on the amount of reimbursement;
  - ☐ the governmental entity permits victims to apply for reimbursement for up to one year from the date of the examination;
  - ☐ the governmental entity provides reimbursement to the victim not later than 90 days after written notification of the victim's expense; and
  - ☐ the governmental entity provides verbal information at the time of the examination to all victims, including victims with limited or no English proficiency or those whose primary language is not written, regarding procedures to obtain reimbursement.

**Filing Costs for Criminal Charges and Protection Orders.** Additionally, a tribal government must certify that its laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, or in connection with the filing, issuance, registration, or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, stalking, or sexual assault, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the tribal jurisdiction. A tribal government must assure the Assistant Attorney General for the Office of Justice Programs that its laws, policies, and practices will be in compliance with these provisions by the date on which the next session of the tribal legislature ends or October 28, 2002.

## TYPES OF APPLICANTS

In FY 2001, OJP's Violence Against Women Office will accept applications for the STOP Violence Against Indian Women Discretionary Grant Program from current grantees and new applicants.

- A. **Current Grantees** include Indian tribal governments or consortia representing tribal governments that received an award(s) through the STOP Violence Against Indian Women Program in past fiscal years. Continuation grants are available to current grantees to support on-going activities and/or expand activities to include, for example, developing services and training on sexual assault, and developing regional collaborative partnerships with other tribes and communities located on or near the tribal service area.
- B. **New Applicants** include Indian tribal governments or consortia representing tribal governments that are not currently receiving funds through this program. New applicants are eligible for a planning grant award of up to \$50,000.

## AVAILABILITY OF FUNDS

**Award Period.** The award period for these grants is 18 months.

**Award Amount.** New applicants may apply for up to \$50,000. Requests for continuation funding must be reasonable and commensurate with the number of victims to be served. Please include information about the number of victims and their children who could potentially receive services within the program narrative.<sup>10</sup>

## REVIEW PROCESS

The Violence Against Women Office (VAWO) of the Office of Justice Programs (OJP) will convene expert peer panels to review all applications. Based on the panel recommendations and staff analysis of the applications, the Assistant Attorney General of OJP will make final funding decisions. All applications will be rated on the basis of the criteria set forth below.

- The application demonstrates, through a Memorandum of Understanding, that a plan for a comprehensive, system-wide, coordinated community response to violence against women exists. This Memorandum of Understanding must be signed by the chief executive officers of all tribal project partners applying for grant funds, including criminal justice agencies and victim services programs that will collaborate to plan, develop, and implement the project.
- The proposed project demonstrates meaningful attention to victim safety and offender accountability.
- The application describes the impact of current or prior efforts to prevent and reduce violence against women in the tribal community and details the need for the project.
- The planning, development and implementation strategy, organizational and staff capacity and general time line are clearly described.
- The budget is reasonable as it relates to proposed project activities.
- The applicant is willing to share the results of the project with other tribal governments that may be interested in adopting similar approaches.

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<sup>10</sup> Services provided to children with Program funds must show an inextricable link to and be the direct result of providing services to victims.

## PROGRAM STRATEGY

### A COORDINATED AND INTEGRATED PARTNERSHIP

This Program recognizes that reducing violence against Native women and enhancing victim safety necessitate the coordination of the policies and protocols of all tribal justice system components and community service providers. Therefore, the Program requires a coordinated and integrated approach that is a partnership between the components of the justice systems responsible for handling domestic violence, sexual assault, and stalking cases, including federal, state, and local systems, Native women in the community to be served, and the nonprofit, non-governmental victim services providers who assist victims of domestic violence, sexual assault, and stalking. **If a nonprofit, non-governmental victim services provider does not exist in the community, tribal governments must consult and coordinate with the tribal government's victim services program and support the development of a Native women's advocacy committee.** A coordinated community response to violent crimes committed against Native women can be achieved only when all partners enter into a formal, respectful collaboration. All parties need to acknowledge that each agency or organization has a special function, a particular authority, and valuable services that are brought to a **joint** effort. Separate organizations become part of a new structure committed to a common mission. Successful collaboration require comprehensive planning and well-defined channels of communication at all levels. The collaborative partners should recognize the potential imbalance of power that may arise, particularly when high level appointed or elected governmental officials (or their designees) are asked to participate as equals with representatives from the community, such as advocates affiliated with non-profit, non-governmental victim services programs. In the end, all partners should jointly secure the resources *and* share the results and rewards.

### MANDATORY GRANT ALLOCATION FORMULA

To ensure the development of a coordinated approach, the VAWA 2000 requires that at least 25 percent of the total grant award be allocated respectively to law enforcement and prosecution, at least 30 percent to nonprofit, non-governmental victim services programs, and at least 5 percent to tribal courts. **Tribal governments that do not have law enforcement, prosecution or tribal courts are not required to allocate funds to these areas.**

## SCOPE OF PROGRAM

Tribal governments may use grant funds for the following purposes:

- ☐ training tribal law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against Indian women, including sexual assault, domestic violence, and dating violence;
- ☐ developing, training, or expanding specialized units of tribal law enforcement officers, judges, other court personnel and prosecutors specifically targeting violent crimes against women, including sexual assault and domestic violence;
- ☐ developing and implementing more effective police, court and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against Indian women, including sexual assault and domestic violence;
- ☐ developing, installing, or expanding data collection and communication systems, including computerized systems linking tribal police, prosecutors, and courts or for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including sexual assault and domestic violence;
- ☐ developing, enlarging, or strengthening victim services programs, including sexual assault, domestic violence, and dating violence programs; developing or improving delivery of victim services to underserved populations; providing specialized domestic violence court advocates; and increasing reporting and reducing attrition rates for cases involving violent crimes against Indian women, including sexual assault and domestic violence;
- ☐ developing, enlarging, or strengthening programs addressing stalking
- ☐ developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including sexual assault and domestic violence.
- ☐ training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault;
- ☐ supporting formal and informal multidisciplinary, cross jurisdictional efforts, to coordinate the response of law enforcement agencies, prosecutors, courts, victim services agencies, and other agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence;
- ☐ developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older<sup>11</sup> and disabled<sup>12</sup> individuals who are victims of domestic violence or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals; and

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<sup>11</sup> As defined in section 102 of the Older Americans Act of 1965 (42 U.S.C. 3002).

<sup>12</sup> As defined in section 3(2) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102(2)).

- ☐ providing assistance to victims of domestic violence and sexual assault in immigration matters.

### UNALLOWABLE COSTS

Grant funds may not be used to:

- ☐ support projects that do not enhance safety or do not address violence against Indian women;
- ☐ pay for forensic medical examinations for victims of sexual assault;
- ☐ reimburse victims for out-of-pocket costs of forensic medical examinations;
- ☐ replace funds that the tribal government already is obligated or funded to pay;
- ☐ support juvenile justice and delinquency prevention programs;
- ☐ support chemical dependency or alcohol abuse programs that are not an integral part of batterer intervention programs; or
- ☐ support services to children.<sup>13</sup>

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<sup>13</sup> Tribal governments may recognize a need to allocate a combination of discretionary and victim services funds to enhance victim services with programming for children; however, children's services supported with Program funds must show an inextricable link to providing services for victims of domestic violence. For example, Program funds may support the expansion of battered women's shelter services to include programs for children of the battered women residing in the shelter. Program funds may **not** be used to support services that focus exclusively on children or to develop sexual assault or domestic violence prevention curricula for schools.

## REQUIREMENTS FOR ALL APPLICANTS

Applicants must submit a fully executed application to the Violence Against Women Office through the **Grants Management System (GMS)**. Under GMS, the SF-424 will be completed online; the project narrative, budget, and budget narrative will be submitted online as attachments; and the MOU, Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act for Tribal Governments form, and letter of nonsupplanting will be submitted by fax. A fully executed application, for the purposes of this program, must include the following:

- 1. Application for Federal Assistance (SF-424).**  
The SF-424 will be completed online through GMS. The Catalog of Federal Domestic Assistance number for this Program is 16.587, and the title is STOP Violence Against Indian Women Discretionary Grants Program (block 10). The federal cognizant audit agency and fiscal year of the applicant organization should be listed in block 11 of the form. **As you are filling out the contact information, GMS will ask you if you are the “signing authority.” The signing authority is an individual authorized to accept grant funds on behalf of your institution. If you are not the signing authority, you must list the authorizing official’s name and contact information.**
- 2. Assurances (Form 4000/3) and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6).**  
Review the enclosed forms. You will be agreeing to these assurances and certifications when you submit your application online through the Grants Management System. *NOTE: If the authorizing official is not the individual submitting the application in the GMS system, be sure the correct authorizing official information has been entered.*
- 3. Program narrative** (criteria and page limits are presented on pages 18 through 19 of this application kit). Please complete the program narrative on a computer word processor for uploading to GMS;
- 4. A detailed budget worksheet and narrative** including the 25% required match (see the format presented in Appendix B). Please complete the budget worksheet and narrative on a computer spreadsheet or word processor for uploading to GMS. A Budget Detail Worksheet is included in this package. Please use the Budget Detail Worksheet as a guide, including all required budget categories, as needed;
- 5.** At least 1 letter from a non-profit, non-governmental victim services provider, governmental victim services program, or a letter from women in the community, describing their participation in the planning and/or implementation of the project to be faxed with an application number and grant program title to 202/354-4147 **and** 202/354-4004;
- 6. A Memorandum of Understanding** created by the chief executive officers of all tribal project partners applying for grant funds, including collaborating tribal justice agencies and victim services providers, (or victims in the community to be served), documenting their commitment to participate in the project and describing the role each will play to be faxed with an application number and grant program title to 202/354-4147 **and** 202/354-4004;



7. **For Consortia Only:** Tribal Resolutions from member tribes receiving services from grant activities outlined in the proposal to be faxed with an application number and grant program title to 202/354-4147 **and** 202/354-4004.
8. A signed Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act for Tribal Governments (Appendix C) to be faxed with an application number and grant program title to 202/354-4147 **and** 202/354-4004;
9. A letter to the Assistant Attorney General of the Office of Justice Programs certifying that these funds will **supplement and not supplant** existing funds (Appendix F) to be faxed with an application number and grant program title to 202/354-4147 **and** 202/354-4004.

### APPLICATION DUE DATE

Applications must be received by the close of business (5:30 p.m. EST) on

**March 8, 2001**

through the **Grants Management System (GMS) and facsimile.**

We recommend that you register through GMS no later than February 22, 2001 as you must receive confirmation that you are eligible to submit an application prior to submitting one.

For additional information, please contact your Program Manager at the Violence Against Women Office at (202) 307-6026. New applicants may call Sarah Deer at 202/307-0344.

## APPLICATION DETAILS

### PROGRAM NARRATIVE FOR CURRENT GRANTEES

The Program Narrative for **current** grantees, which may not exceed 10 double-spaced typed pages using 12 point type on 8½ x 11 inch paper, must include the following:

1. *Proposed Implementation Plan (not to exceed 5 pages):* The implementation plan should identify:
  - ☐ the number of Indian victims and their children who could potentially receive services (please distinguish between tribal members and non-tribal members);
  - ☐ the project goals;
  - ☐ why continuation of the project is necessary and how the proposed activities would build on the tribe's accomplishments during the previous project period;
  - ☐ a detailed action plan that describes the project(s) the grant would support, including a time line and identification of lead agencies;
  - ☐ the individuals and agencies collaborating on the project;
  - ☐ the staffing needs, including job descriptions identifying the responsibilities of each proposed staff position, and specifying the qualifications that would be required of key staff conducting and managing the proposed project(s), ***particularly training and experience in addressing domestic violence, sexual assault and/or stalking***; and
  - ☐ whether the application is submitted on behalf of a tribal consortium, and if so, the roles and responsibilities of each member tribe, including which tribe will be fiscally and programmatically responsible for the grant. Resolutions demonstrating support for the project(s) from the member tribes must be submitted with the application.
2. *Report of Current Project Activities (not to exceed 2 pages):*  
Include a description of the progress made as a result of receiving grant funds. List completed projects, and describe the status of any projects not currently completed. Describe the progress achieved as a result of the previous grant in increasing the coordination of tribal justice system components and victim service providers to improve services to victims of domestic violence, sexual assault, and stalking. Specify the number of victims served during the project period.
3. *Project Product Status Report (not to exceed 1 page):*  
Provide a description of the product(s) developed during the previous period (e.g., training materials, protocols, or handbooks), how they are being used, and when copies were or will be submitted to the Violence Against Women Office.

4. Coordination of Federal Efforts (not to exceed 1 page): Please provide the following information:

- ☐ other active Federal grant awards (from the Department of Justice or otherwise) already supporting this or related efforts (for a DEFINITION of *related efforts* see at page 30);
- ☐ pending application(s) for Federal money for this or related efforts; and
- ☐ how the activities supported by these other Federal grants would be coordinated with the funding sought through this application.

For each source of Federal funding, include the program/project title; the Federal grantor agency; the Federal award amount; and a very brief description of the project purpose. This information is requested to encourage better coordination among Federal agencies in addressing State, local and tribal needs.

## PROGRAM NARRATIVE FOR NEW APPLICANTS

The Program Narrative for **new** applicants, which may not exceed 11 double-spaced typed pages using 12 point type on 8½ x 11 inch paper, must include the following:

1. Information about the Tribe (not to exceed 1 page): Please provide the following information:
  - relevant historical information
  - land base within the jurisdiction of the tribe
  - potential number of victims to be served
  - description of the problems the tribal government faces with respect to domestic violence, sexual assault, and stalking.
2. Description of Proposed Activities (not to exceed 6 pages): The description should identify the activities the tribe intends to support with grant funds. Activities must focus on reducing violence against or enhancing the safety of Indian women.
3. Project Products (not to exceed 1 page): The primary product of planning grants will be an implementation plan. The implementation plan should be developed through deliberative consultation and coordination with a broad range of participants providing services to or handling cases involving domestic violence, sexual assault, or stalking. These participants may include: tribal law enforcement officers, tribal prosecutors, tribal judges, and nonprofit , nongovernmental victims services providers.
4. Staffing Plan (not to exceed 1 page): Include a description of the staffing needed to support the proposed planning process. Provide job descriptions and the qualifications that would be required of key staff conducting and managing the process, particularly training and experience in addressing or responding to violence against women.

5. Project Partners (not to exceed 1 page): List the individuals and agencies involved in the planning process, including various components of the tribal justice system and the native community.
6. Coordination of Federal Efforts (not to exceed 1 page): Applicants must provide the following information:
  - ☐ other active Federal grant awards (from the Department of Justice or otherwise) already supporting this or related efforts (for a Definition of *related efforts* see page 31);
  - ☐ pending application(s) for Federal money for this or related efforts; and
  - ☐ how the activities supported by these other Federal grants would be coordinated with the funding sought through this application.

For each source of Federal funding, include the program/project title; the Federal grantor agency; the Federal award amount; and a very brief description of the project purpose. This information is requested to encourage better coordination among Federal agencies in addressing State, local and tribal needs.

## LETTERS FROM VICTIM SERVICES PROGRAMS

All applicants must provide documentation from nonprofit, nongovernmental victim services programs describing their participation in developing the application and their commitment to participate in developing the implementation plan. If victim services programs do not exist, a letter to this effect from a coalition addressing violence against women in the tribal community must be submitted with the application. Letter(s) should be faxed with an application number and grant program title to 202/354-4147 and 202/354-4004.

## MEMORANDUM OF UNDERSTANDING

All applications must include a Memorandum of Understanding created and signed by the chief executive officers of all tribal project partners applying for grant funds, including criminal justice agencies and victim services programs (or women in the tribal community) that will collaborate to plan, develop and implement the project. The memorandum of understanding must:

- ☐ provide a brief history of the collaborative relationship among the partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- ☐ specify the extent of each party's participation in developing the application;
- ☐ clearly state the roles and responsibilities each organization or agency would assume to ensure the development of a meaningful implementation plan;
- ☐ identify the representatives of the team who would be responsible for planning, developing and implementing project activities, and describe how they would work together

and with project staff;

☐ indicate approval of the proposed project budget by all signing parties; and

☐ describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (for example, office space, project staff, training, etc.).

Letters of support may not be submitted in lieu of the Memorandum of Understanding. This Memorandum should be faxed with an application number and grant program title to 202/354-4147 and 202/354-4004.

## BUDGET INFORMATION

### OVERVIEW

The budget must be complete, reasonable, and cost-effective in relation to the proposed project activities. ***New applicants may not apply for more than \$50,000.*** The budget should provide the basis for the computation of all project-related costs. It should cover the costs of all components of the project and clearly identify costs attributable to the project evaluation. **In addition to a budget, the applicant should include the breakdown of funds for each of the following categories: law enforcement, prosecution, courts, and victim services.** A Budget Detail Worksheet is provided in Appendix B. You will submit your budget and budget narrative online; however, when preparing these items, please use the Budget Detail Worksheet as a guide, including all required budget categories, as needed.

- ☐ the proposed amount and uses of grant funds over the grant period;
- ☐ the proposed amount, sources, and uses of non-Federal expenditures over the grant period;
- ☐ an explanation of how the applicant's required match will be made;
- ☐ an explanation of the administrative expenses; and
- ☐ an explanation of how the amounts of the specific budget items were determined.

### MANDATORY TRAINING

Attendance at training meetings and Women are Sacred/Promising Practices Conferences sponsored by the Office of Justice Programs are mandatory for all grant recipients. At least \$5,000 must be included in the budget to pay for the travel costs of five tribal representatives to attend each meeting. **For Alaska Native Tribal Governments Only:** At least \$10,000 must be set aside to pay for the travel costs of five representatives of Alaska Native tribal governments to attend VAWO mandated training meetings and conferences.

### INDIRECT COST AGREEMENTS

Indirect costs are those costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of the types of costs generally treated as indirect costs. An indirect cost rate and cost allocation plan must be on file with or submitted to and approved by the cognizant Federal agency, and a copy must be submitted with the application. The cognizant Federal agency is generally determined based on the preponderance of Federal dollars received by the grantee. For most Indian tribes, the cognizant Federal agency is the Department of the Interior. Tribes may charge its Federally approved indirect cost rate to this grant. Submit a copy of the most current Indirect Cost Agreement.

## MATCH REQUIREMENTS

A grant made under this Program may not cover more than 75% of the total costs of the project(s) funded. The application must identify the source of the 25% non-Federal portion of the budget and how the match funds will be used. Tribal governments may satisfy this match requirement with either cash or in-kind services.

The purpose of matching funds is to augment the amount of resources available to the project from grant funds. The costs of activities counted as match must be directly related to the project goals and objectives and should be included as part of any evaluation or assessment. For example, if STOP funds are used to hire a second victim advocate in a prosecutor's office to expand the availability of services, the time and activities of the original victim advocate may be considered as cash match. Both advocates' time devoted to grant-related activities must be documented in an auditable manner. If half of a prosecutor's time is supported with grant funds, that prosecutor must track ALL of his or her time to demonstrate that 50% of it was devoted to the grant-funded project. In-kind match must be documented in the same manner as grant-funded activities.

**Source of Match.** The source of the 25% non-Federal portion of the budget is governed by OJP's *Financial Guide*. The following restrictions on match apply to this Program:

- ☐ Match cannot be derived from other Federal funds, unless those funds are appropriated by the Congress for the activities of any agency of an Indian tribal government or for the activities of the Bureau of Indian Affairs performing law enforcement functions on any Indian lands (§ 2002(g) of Title IV - Violence Against Women Act).
- ☐ Match may be passed on to all subgrantees, with the exception of nonprofit, nongovernmental victim services programs.

**In-Kind Match.** In-kind match may include donations of expendable equipment; office supplies; workshop or classroom materials; work space; or the monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor, if the services provided are an integral and necessary part of a funded project. The value placed on loaned or donated equipment may not exceed its fair rental value. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the organization or the labor market. Fringe benefits may be included in the valuation. Volunteer services must be documented and, to the extent feasible, supported by the same methods used by the recipient organization for its own employees. The value of donated space may not exceed the fair rental value of comparable space, as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality. The basis for determining the value of personal services, materials, equipment, and space must be documented.

Sample Match Calculation Allocating 30% to Nonprofit, Nongovernmental Victim Services Providers:

<b>Federal Award Amount</b>	<b>\$75,000</b>
(-) Nonprofit Victim Services (30%)	\$22,500
<b>(=) Federal Share to be Matched</b>	<b>\$52,500</b>
(÷) divide by 75%	÷ .75
Adjusted Total Project Costs	\$70,000
(×) multiply by 25%	× .25
<b>(=) Required Match</b>	<b>\$17,500</b>

Sample Match Calculation Allocating 30% to Tribal Governmental Victim Services Programs:

<b>Award Amount &amp; Federal Share to be Matched</b>	<b>\$75,000</b>
(÷) divide by 75%	÷ .75
<b>(=) Adjusted Total Project Costs</b>	<b>\$100,000</b>
(×) multiply by 25%	× .25
<b>(=) Required Match</b>	<b>\$25,000</b>

## ALLOCATION OF FUNDS

The application must reflect that programmatic funds available through the grant will be allocated, to each of the following areas: at least 25% to prosecution, at least 25% to law enforcement, at least 30% to nonprofit, nongovernmental victim services, and at least 5% to tribal courts. This requirement is not applicable to tribal governments that do not have law enforcement, or prosecution, as defined previously, and tribal courts. Every grantee must spend at least 30% of its programmatic funds on victim services. The remainder of the funds must be spent to address the purposes of the Program described previously. A specific budget for each of the required program allocations and any proposed subgrants must be included in the application at the time of submission. Indirect costs are not to be included in the allocations to law enforcement, prosecution, nonprofit, nongovernmental victim services, and tribal courts



Indian tribal governments allocating funds to nonprofit subgrantees must fulfill the requirements of OMB Circular A-110, *Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations*; A-122, *Cost Principles For Nonprofit Organizations*; and A-133, *Audits of States, Local Governments, and Non-profit Organizations*.

In addition to the Budget Detail Worksheet in Appendix B, the application must include a specific budget breakdown of the 25% allocations to law enforcement and prosecution; 30% to nonprofit, nongovernmental victim services; 5% to tribal courts; and 15% to discretionary funding categories. The breakdown must show the exact amount of the programmatic funds (both federal and match) being allocated to law enforcement; prosecution; courts; nonprofit, nongovernmental victim services; and discretionary projects. **If nonprofit, nongovernmental victim services do not exist within the jurisdiction of the tribal government, the exact amount of the programmatic funds that will be allocated to governmental victim services must be provided.**

## OJP FINANCIAL GUIDE

Discretionary grant funds are governed by the provisions of the government-wide Common Rule (A-102) and Circulars No. A-87 (*Cost Principles for State, Local, and Indian Tribal Governments*, revised May 17, 1995); A-102 to Federal Agencies on Grants and Cooperative Agreements (revised March 11, 1988); and A-133 (*Audits of States, Local Governments, and Non-profit Organizations*), as applicable to financial assistance. Additional information and guidance are contained in OJP's *Financial Guide*. The *Financial Guide* includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies of the *Guide* are available from the Department of Justice Response Center (1-800-421-6770) and also through the Internet on the OJP Home Page:

<http://www.ojp.usdoj.gov/OC/FinGuide/guide.htm>

## PROGRAMMATIC REQUIREMENTS

Applications that are selected to receive an award must meet certain programmatic requirements. Please be familiar with the following:

### PARTICIPATION IN OJP ACTIVITIES

The Office of Justice Programs sponsors activities designed to support the successful implementation of this Program.

- A. **Programmatic Training/Capacity Building Sessions.** Grant recipients must attend specialized training sessions, including Women are Sacred/Promising Practices Conferences that will be sponsored by the Office of Justice Programs during the grant period. The goal of these sessions is to assist grantees in the development of their projects and provide a review of the fiscal requirements of the Program. **By accepting an award, a tribe commits to participating in these training sessions and other designated OJP-sponsored events.** Grant recipients must allocate travel dollars for this purpose set aside in each grantee category to pay for the costs to attend these training sessions.

Each grantee is required to send a five-person team to each programmatic training session. The team should include tribal representatives providing services to victims of domestic violence, sexual assault, or stalking, including tribal law enforcement officers; prosecutors; judges; tribal leaders; and nonprofit, nongovernmental victim services programs and victim advocates. Prior to each training session, grant recipients must provide a list of the names and positions of the tribal representatives attending the training to the Violence Against Women Office. The individuals who attend the programmatic training sessions on behalf of their respective tribal governments should be the same individuals responsible for developing and implementing the tribe's implementation plan.

- B. **Fiscal Training Session.** The Office of Justice Programs' Office of the Comptroller conducts two-day training sessions on fiscal issues essential to the financial management of all awards. The tribal fiscal officer handling the STOP Violence Against Indian Women Discretionary Grant should attend a training session.
- C. **Evaluation.** Tribal grantees must agree to cooperate with Federally-sponsored evaluations. Evaluators may visit grantee sites to collect data for the evaluation. In addition, each tribal government must conduct its own evaluation or assessment of its project. The purpose of the evaluation will be to assess the impact and effectiveness of the project in developing and strengthening the tribal government's response to violent crimes against Indian women.

## ADMINISTRATIVE REQUIREMENTS

Applications that are selected to receive an award must meet certain administrative requirements. Please be familiar with the following:

**Supplanting Prohibition.** Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-Federal funds which have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

**Human Subject Testing.** The Department of Justice (DOJ) is a signatory to the Federal policy on protection of human subjects of research, the "Common Rule." DOJ's incorporation of the Common Rule is set forth in 28 CFR Part 46 - Protection of Human Subjects, which requires that research involving human subjects be submitted to an independent review board for approval and that informed consent procedures be followed. The policies set forth in 28 CFR Part 46 apply to all research involving human subjects conducted, supported or otherwise subject to regulation by any Federal department or agency that has adopted the Common Rule. Federal funds may not be expended for research involving human subjects unless the requirements of this policy have been satisfied, if the research is not covered by an exemption set forth in 28 CFR section 46.101(b)(1).

The applicant must indicate whether the project or activity in its application includes research which may involve human subjects, as defined in 28 CFR Part 46.

**Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements.** The applicant is required to complete, sign, and include a copy in its application of the Certification Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug Free Workplace Requirements forms. By signing this certification, the applicant agrees to comply with the following requirements:

**Lobbying:** The applicant and its subgrantees, contractors and subcontracts, will not use Federal funds for lobbying and will disclose any lobbying activities.

**Debarment:** The applicant and its principals have not been debarred or suspended from Federal benefits and/or no such proceedings have been initiated against them; have not been convicted of, indicted for, or criminally or civilly charged by a government entity for fraud, violation of antitrust statutes, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and have not had a public transaction terminated for cause or default.

**Drug-Free Workplace:** The applicant will or will continue to provide a drug-free workplace.

The applicant is committed to compliance with the certification requirements under 28 CFR Part 69, New Restrictions on Lobbying, and 28 CFR 67, Government-Wide Debarment and Suspension (Non-procurement) and Government-Wide Requirements for Drug Free Workplace (Grants). The certification will be treated as a material representation of the fact upon which reliance will be placed by the US Department of Justice in making awards.

**Civil Rights Compliance.** All recipients of Federal grant funds are required to comply with

nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office of Civil Rights of the Office of Justice Programs. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

**NEPA Compliance.** Applicants are required to comply with Section 106 of the National Historic Preservation Act (16 U.S.C. Section 470, et seq., as amended). Specifically, prior to use of any grant funds to renovate, alter, or otherwise improve the exterior or interior of a building, hereafter referred to as "proposed renovation work", applicants agree to establish identification, record keeping, reporting, consultation, and decision-making processes within its program or procedures for administering grant funds. Proposed renovation work includes work that is not specifically funded with these grant funds, but is being funded by the applicant or any third party as a prerequisite to accommodate the proposed use of grant funds. Applicants agree to contact awarding agency for additional implementation guidance before deciding on any proposed renovation work for which the applicant is unsure of the application of this condition.

## REPORTING REQUIREMENTS

Applications that are selected to receive an award must submit required reports. Please be familiar with the following requirements:

1. **Financial Status Report.** Financial status reports (SF 269-A) are due quarterly on the 45th day following the end of each calendar quarter. A report must be submitted every quarter the award is active even if there has been no financial activity during the reporting period. The final report is due 120 days after the end date of the award. The Office of the Comptroller will provide a copy of this form in the initial award package. Future awards and fund drawdowns may be withheld if the progress and financial status reports are delinquent.
2. **Single Audit Report.** Recipients who expend \$300,000 or more of Federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the U.S. General Accounting Office Government Auditing Standards. The audit report is currently due to the cognizant Federal agency or oversight agency not later than 13 months after the end of the recipient's fiscal year. The audit report is currently due to the Federal Audit Clearinghouse not later than nine months after the end of the recipient's fiscal year.
3. **Semi-Annual Progress Report.** Recipients of funding are required to submit semi-annual progress reports. The progress reports describe activities during the reporting period and the status or accomplishment of objectives as set forth in the approved application for funding. Progress reports must be submitted within 30 days after the end of the reporting periods, which are January 1 through June 30 and July 1 through December 31 for the life of the award. A final report, which provides a summary of progress toward achieving the goals and objectives of the award, significant results, and any products developed under the award, is due 120 days after the end date of the award. Report forms will be provided to the recipient by the Office of the Comptroller.
4. **Products developed with grant funds.** The Program offers an opportunity to learn about promising approaches and practices utilized by various tribal justice systems and Indian victim services programs in preventing violence against Indian women and assisting victims. The Program requires tribal governments that receive grants to develop a product that can be shared with other tribal governments. The products generated through the Program will become part of a package of resource materials available to tribal governments participating in the Program. Products should be submitted to the Violence Against Women Office and to the Mending the Sacred Hoop Technical Assistance Project.

## **SUSPENSION OR TERMINATION OF FUNDING**

The Office of Justice Programs may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient for the following reasons:

- ☐ Failure to comply substantially with the requirements or statutory objectives of the Violence Against Women Act, program guidelines issued thereunder, or other provisions of Federal law;
- ☐ Failure to make satisfactory progress toward the goals or strategies set forth in this application;
- ☐ Failure to adhere to the requirements in the agreement, standard conditions, or special conditions;
- ☐ Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding;
- ☐ Filing a false certification in this application or other report or document;
- ☐ Failure to submit progress and financial status reports; or
- ☐ Other good cause shown.

Before imposing sanctions, the Office of Justice Programs will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in Department of Justice regulations described in 28 CFR, part 18.

## DEFINITIONS APPLICABLE TO THIS PROGRAM

**DATING VIOLENCE** — The term dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of the relationship; and (iii) the frequency of interaction between the persons involved in the relationship.

**DOMESTIC VIOLENCE** — The term *domestic violence* includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other adult person against a victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction receiving grant monies.

**FORENSIC MEDICAL EXAMINATION** — The term *forensic medical examination* means an examination provided to a sexual assault victim by medical personnel trained to gather evidence of a sexual assault in a manner suitable for use in a court of law. The examination should include at a minimum:

- ☐ examination of physical trauma.
- ☐ determination of penetration or force.
- ☐ patient interview.
- ☐ collection and evaluation of evidence.

The need for additional procedures (e.g., testing for sexually transmitted diseases) to obtain evidence may be determined by the Indian tribal government in accordance with its current laws, policies, and practices.

**INDIAN TRIBE** — The term *Indian tribe* means a tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation [as defined in, or established pursuant to, the Alaska Native Claims Settlement Act (43 U.S.C. 1601 *et seq.*)], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. 42 U.S.C. § 2003, P.L. 103-322, Sept. 13, 1994, 108 Stat. 1913 (1994).

**LAW ENFORCEMENT** — The term *law enforcement* means a tribal agency charged with policing functions, including any of its component bureaus (such as governmental victim services programs).

**PROSECUTION** — The term *prosecution* means any public office or agency charged with direct responsibility for prosecuting criminal offenders, including such office's or agency's component departments or bureaus (such as tribal governmental victim services programs). Prosecution support services, such as overseeing or participating in tribal or multi-jurisdictional domestic violence task forces, conducting training for intertribal prosecutors, or enforcing victim compensation and domestic violence-related restraining orders shall be considered "direct responsibility" for purposes of this program.

**RELATED EFFORTS** — The term *related efforts* is defined for these purposes as for:

- ☐ the same purpose (i.e., the proposed award would supplement, expand, complement or continue activities funded with other Federal grants);
- ☐ another phase or component of the same program/project (e.g., to implement a planning effort funded by other Federal monies, or to provide a substance abuse treatment or education component within a criminal justice project);
- ☐ providing services of some kind (e.g., technical assistance, research, evaluation) to the program/project described in your application.

**SEXUAL ASSAULT** — The term *sexual assault* means any conduct proscribed by Chapter 109A of Title 18, whether or not the conduct occurs in the special maritime and territorial jurisdiction of the United States or in a Federal prison, and includes both assaults committed by offenders who are strangers to the victim and assaults committed by offenders who are known or related by blood or marriage to the victim.

**STALKING** — The term *stalking* means a course of conduct directed at a specific person that involves repeated visual or physical proximity, nonconsensual communication, or verbal, written or implied threats, or a combination thereof, that would cause a reasonable person fear. *Repeated* means two or more occasions.

**UNDERSERVED POPULATIONS** — The term underserved populations includes populations underserved because of geographic location (such as rural isolation), underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the state planning process in consultation with the Attorney General.

**VICTIM SERVICES** — The term *victim services* means a Native nonprofit, nongovernmental organization not affiliated with the tribal government that assists domestic violence or sexual assault victims, including rape crisis centers; battered women's shelters; and other sexual assault or domestic violence programs, including nonprofit, nongovernmental organizations assisting domestic violence or sexual assault victims through the legal process. See page 8.



## APPENDIX A

### Standard Application Form (SF-424)

OMB Approval No. 0348-0043

APPLICATION FOR FEDERAL ASSISTANCE		2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION: <i>Application</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		3. DATE RECEIVED BY STATE	State Application Identifier
<i>Preapplication</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. EMPLOYER INFORMATION			
Legal Name:		Organizational Unit:	
Address (give city, county, state and zip code):		Name and telephone number of the person to be contacted on matters involving the application (give area code)	
6. EMPLOYER IDENTIFICATION (EIN) <div><input type="text"/><input type="text"/><input type="text"/> - <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></div>		7. TYPE OF APPLICANT: (enter appropriate letter in box) <input type="checkbox"/> A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private Industry K. Indian Tribe L. Individual M. Profit Organization N. Other (specify): _____	
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> A. Increase Award    B. Decrease Award    C. Increase Duration D. Decrease Duration    Other (specify): _____		9. NAME OF FEDERAL AGENCY:	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: <div><input type="text"/><input type="text"/><input type="text"/> - <input type="text"/><input type="text"/><input type="text"/></div> TITLE:		11. DESCRIPTIVE TITLE OF APPLICANTS PROJECT:	
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):			
13. PROPOSED PROJECT:		14. CONGRESSIONAL DISTRICTS OF:	
Start Date	Ending Date	a. Applicant	b. Project
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$ .00	a. YES, THIS PREAPPLICATION/APPLICATIION WAS MADE A VAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____	
b. Applicant	\$ .00	b. NO, <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372	
c. State	\$ .00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
d. Local	\$ .00		
e. Other	\$ .00		
f. Program Income	\$ .00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
g. TOTAL	\$ .00	<input type="checkbox"/> Yes    If "Yes," attach an explanation. <input type="checkbox"/> No	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED			
a. Typed Name of Authorized Representative		b. Title	c. Telephone number
d. Signature of Authorized Representative		e. Date Signed	

## Instructions for Completion of the Application for Federal Assistance (SF 424)

The Application for Federal Assistance is a standard form used by most federal agencies. This form contains 18 different items which are to be completed before submission. All applications should include a completed and signed SF 424.

Item	Instructions
1	<b>Type of Submission:</b> If this proposal is not for construction or building purposes, check the "Non-Construction" box in the application section.
2	<b>Date Submitted:</b> Indicate the date you sent the application to OJP. The "Application Identifier" is the number assigned by your jurisdiction, if any, to track applications. If your jurisdiction does not assign an identifier number, leave this space blank.
3	<b>Date Received by State:</b> Leave blank. This item is completed by the State single point of contact, if applicable.
4	<b>Date Received by Federal Agency:</b> Leave blank. This item will be completed by OJP.
5	<b>Applicant Information:</b> The "Legal Name" is the unit of government of the parent organization. For example, the primary or parent organization of a law enforcement agency is the name of the city or township. Thus the city or township should be entered into the Legal Name box and the name of the law enforcement agency would be entered into the Organizational Unit box. Designate one person as the contact and include their telephone number. It is not unusual for the name of the contact person to differ from the authorized representative in Item 18 below.
6	<b>Employer Identification Number:</b> Each employer receives an employer identification number from the Internal Revenue Service. Generally, this number can be easily obtained from your agency's accountant or comptroller.
7	<b>Type of Applicant:</b> Enter the appropriate letter in this space. If the applicant is representing a consortium of agencies, specify by checking Block N and entering "consortium".
8	<b>Type of Application:</b> Check either "new" or "continuation". Check "new", if this will be your first award for the purpose described in the application, even if the applicant has received prior awards for other purposes. Check "continuation", if the project will continue activities of a project, including minor modifications, or implement the next phase of a project that was begun under a prior award.
9	<b>Name of Federal Agency:</b> Type in the name of the awarding agency, "[insert agency name]"
10	<b>Catalog of Federal Domestic Assistance Number:</b> This would be contained in the program announcement. The number for this program would be 16.587.
11	<b>Descriptive Title of Applicant's Project:</b> Type in the: (1) title of the program as it appears in the solicitation or announcement; (2) name of the cognizant Federal agency, ex. U.S. Department of Education; and (3) applicant's fiscal year, i.e. twelve month audit period, ex. 10/1/97 - 9/30/98.
12	<b>Areas Affected by Project:</b> Identify the geographic area(s) of the project. Indicate "Statewide" or "National", if applicable.
13	<b>Proposed Project Dates:</b> Fill in the proposed begin and end dates of the project. These dates may be adjusted by the Office of Justice Programs when the award is made.
14	<b>Congressional Districts:</b> Fill in the Congressional Districts in which the project will be located as well as the Congressional District(s) the project will serve. Indicate "Statewide" or "National", if applicable.
15	<b>Estimated Funding:</b> In line "a", enter the Federal funds requested, not to exceed the dollar amount allocated in the program announcement. Indicate any other resources that will be available to the project and the source of those funds on lines "b-f," as appropriate.
16	<b>State Executive Order 12372:</b> Some states require you to submit your application to a State "Single Point of Contact" (SPOC) to coordinate applications for Federal funds within the state. If your State requires a copy of your application, indicate the date submitted. If a copy is not required, indicate the reason. (Refer to the "Administrative Requirements" section of the program announcement, for more information.) The SPOC is not responsible for forwarding your application to the Federal awarding agency.
17	<b>Delinquent Federal Debt:</b> This question applies to the applicant organization. Categories of debt include delinquent audit allowances, loans, and taxes.
18	<b>Authorized Representative:</b> Type in the name of the person legally authorized to enter into agreements on behalf of your agency. The signature on the original application must be signed in blue ink and/or stamped as "original" to help distinguish the original from the photocopies.

## APPENDIX B

### Budget Detail Worksheets

**Budget Detail Worksheet**

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

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**A. Personnel** - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
		TOTAL _____

**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
---------------	-------------	------

**TOTAL** \_\_\_\_\_

**Total Personnel & Fringe Benefits** \_\_\_\_\_

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
-------------------	----------	------	-------------	------

**TOTAL** \_\_\_\_\_

**D. Equipment** - List non-expendable items that are to be purchased. (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included either in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<b>Item</b>	<b>Computation</b>	<b>Cost</b>
-------------	--------------------	-------------

**TOTAL** \_\_\_\_\_

Supply Items	Computation	Cost
		<b>TOTAL</b>

Purpose	Description of Work	Cost
		TOTAL _____



**G. Consultants/Contracts** - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

<b>Name of Consultant</b>	<b>Service Provided</b>	<b>Computation</b>	<b>Cost</b>
---------------------------	-------------------------	--------------------	-------------

**Subtotal** \_\_\_\_\_

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.).

<b>Item</b>	<b>Location</b>	<b>Computation</b>	<b>Cost</b>
-------------	-----------------	--------------------	-------------

**Subtotal** \_\_\_\_\_

**Contracts:** Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<b>Item</b>	<b>Cost</b>
-------------	-------------

**Subtotal** \_\_\_\_\_

**TOTAL** \_\_\_\_\_

---

Description	Computation	Cost
		TOTAL _____

Description	Computation	Cost
<p style="text-align: right;"><b>TOTAL</b> _____</p>		

**Budget Summary** - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<b>Budget Category</b>	<b>Amount</b>
<b>A. Personnel</b>	_____
<b>B. Fringe Benefits</b>	_____
<b>C. Travel</b>	_____
<b>D. Equipment</b>	_____
<b>E. Supplies</b>	_____
<b>F. Construction</b>	_____
<b>G. Consultants/Contracts</b>	_____
<b>H. Other</b>	_____
<b>Total Direct Costs</b>	_____
<b>I. Indirect Costs</b>	_____
<b>TOTAL PROJECT COSTS</b>	_____

**Federal Request** \_\_\_\_\_

**Non-Federal Amount** \_\_\_\_\_

**Budget Category  
Total**

**Allocation Amount**

	<i>Victim Services 30%</i>	<i>Law Enforcement 25%</i>	<i>Prosecution 25%</i>	<i>Tribal courts 5%</i>	<i>Discretionary</i>	
<b>A. Personnel</b>						
<b>B. Fringe Benefits</b>						
<b>C. Travel</b>						
<b>D. Equipment</b>						
<b>E. Supplies</b>						
<b>F. Construction</b>						
<b>G. Consultants</b>						
<b>H. Other</b>						
<b>TOTAL DIRECT COSTS</b>						
<b>I. Indirect Costs</b>						
<b>TOTAL PROJECT COSTS</b>						

## Budget Detail Worksheet

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

---

(Example assumes a one year budget period and 25% match requirement)

---

**A. Personnel -** List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
Kristen Lee, Program Coordinator	(\$45,000 x 100%)	\$ 45,000
Linda Smith, Domestic Violence Investigator	(\$23,500 x 25%)	\$ 5,875

Kristen Lee will be the coordinator of the Tribe's STOP VAIW project organizing regular team meetings between all partner agencies, ensuring compliance with the program requirements, and serving as the central point of contact on project activities. She will devote 25% of her time to Law Enforcement efforts, 45% of her time to Direct Victims Services efforts, 25% of her time to Prosecution efforts, and 5% of her time in tribal court.

Linda Smith will devote 25% of her time as the Domestic Violence Investigator for this project following up on cases to collect evidence for possible prosecution. Her time will be split evenly between efforts to strengthen the response from Prosecution and Law Enforcement.

**TOTAL**      **\$ 50,875**

**B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.**

<b>Name/Position</b>	<b>Computation</b>	<b>Cost</b>
<b>Kristen Lee, Program Coordinator</b>		
<b>Employer's FICA</b>	<b>(\$45,000 x 7.65%)</b>	<b>\$ 3,443</b>
<b>Retirement</b>	<b>(\$45,000 x 4.85%)</b>	<b>\$ 2,183</b>
<b>Health Insurance</b>	<b>(\$45,000 x 5%)</b>	<b>\$ 2,250</b>
<b>Workman's Compensation</b>	<b>(\$45,000 x 1%)</b>	<b>\$ 450</b>
<b>Unemployment Compensation</b>	<b>(\$45,000 x .5%)</b>	<b>\$ 225</b>

<b>Linda Smith, Domestic Violence Investigator</b>		
	<b>(\$5,875 x 19 %)</b>	<b>\$ 1,117</b>

**Fringe Benefits are based on established organization's rates and includes FICA (7.65 %), Retirement (4.85 %), Health Insurance (5 %), Workman's Compensation (1 %), and Unemployment Compensation (.5%).**

<b>TOTAL</b>	<b>\$ <u>9,668</u></b>
<b>Total Personnel &amp; Fringe Benefits</b>	<b>\$ <u>60,543</u></b>

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
VAWO mandated technical assistance	TBA	Airfare	\$525 (average) x 5 people x 1 trip = \$2,625	
		Lodging	\$75 per night x 4 nights x 5 people = \$1,500	
		Per diem	\$35 per day x 5 days x 5 people = \$875	
Local Mileage	local		200 miles/month @ \$.325/mile	
			200 x 12 months x .325	\$ 780

The \$5,000 in VAWO mandated training has been budgeted in accordance with program guidelines. The sites of the training sessions is unknown at this time. Travel estimates are based upon applicant's formal written travel policy.

**TOTAL** **\$5,780**

Sample

**D. Equipment - List non-expendable items that are to be purchased. (Note: Organization's own capitalization policy for classification of equipment should be used. Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.**

Item	Computation	Cost
<hr/>		
(2) Video Cameras	\$518 each x 2	\$ 1,036

The video cameras will be used during the interviews of alleged offenders, as well as with witness testimony. The cost of one camera has been allocated to Law Enforcement and the other to the Discretionary portion of the project.

TOTAL \$1,036

**E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.**

Supply Items	Computation	Cost
<hr/>		
Office Supplies (paper, typewriter ribbon, pens, etc.)	\$100/month x 12 months	\$ 1,200
Postage	\$20/month x 12 months	\$ 240
Battered Women's Kits	\$25/kit x 50 kits	\$ 1,250

Office supplies and postage are needed for general operation of the program. The Battered Women's Kits will be provided to victims who seek assistance from the program. The estimated cost is based on previous kit prices from other STOP VAIW programs. We estimate at least 50 kits will be needed. These costs have been allocated to the Victim Services portion of the budget.

TOTAL \$2,690



**F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.**

Purpose	Description of Work	Cost
		<b>TOTAL     \$ <u>0</u></b>

sample

**G. Consultants/Contracts - Indicate whether applicant’s formal, written Procurement Policy**

or the Federal Acquisition Regulations are followed.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
Joanne Cox	Sexual Assault & Domestic Violence Training	\$450/day x 4 days	\$ 1,800

Consultant will be training Tribal leaders, law enforcement, prosecution, Tribal court judges and court personnel, women's advocates, and medical and social services personnel for the Tribe. The main focus of the training will be to increase the understanding of and re-develop the Tribe's comprehensive response to violence against Indian women. The consultant rates will not exceed \$450 per day.

Subtotal \$1,800

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
Joanne Cox	Rapid City, SD		
	Mileage	785 miles x \$.325/mile	\$ 255
	Lodging	\$75 night x 2 nights	\$ 150
	Per diem	\$35 day x 3 days	\$ 105

Subtotal \$ 510

**Contracts:** Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Cost
Subtotal	\$ <u>0</u>
TOTAL	\$ <u>2,310</u>

**H. Other Costs -** List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
TOTAL		\$ <u>0</u>

**I. Indirect Costs -** Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, ( a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
38.2% of Total Direct Costs	(\$ 72,359 x 38.2%)	\$27,641
The indirect cost rate was approved by the Department of Interior, the applicant's cognizant Federal agency on January 1, 2000. (A copy of the fully executed, negotiated agreement is attached.)		
TOTAL		\$ <u>27,641</u>

**Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.**

<b>Budget Category</b>		<b>Amount</b>
<hr/>		
<b>A.</b>	<b>Personnel</b>	<u><b>\$ 50,875</b></u>
<b>B.</b>	<b>Fringe Benefits</b>	<u><b>9,668</b></u>
<b>C.</b>	<b>Travel</b>	<u><b>5,780</b></u>
<b>D.</b>	<b>Equipment</b>	<u><b>1,036</b></u>
<b>E.</b>	<b>Supplies</b>	<u><b>2,690</b></u>
<b>F.</b>	<b>Construction</b>	<u><b>0</b></u>
<b>G.</b>	<b>Consultants/Contracts</b>	<u><b>2,310</b></u>
<b>H.</b>	<b>Other</b>	<u><b>0</b></u>
	<b>Total Direct Costs</b>	<u><b>72,359</b></u>
<b>I.</b>	<b>Indirect Costs</b>	<u><b>27,641</b></u>
	<b>TOTAL PROJECT COSTS</b>	<u><b>\$ 100,000</b></u>

**Federal Request** **\$ 75,000**

**Non-Federal (Match) Amount** **25,000**

Budget Category Total		Allocation Amount				
	<i>Victim Services 30%</i>	<i>Law Enforcement 25%</i>	<i>Prosecution 25%</i>	<i>Tribal courts 5%</i>	<i>Discretionary</i>	
<b>A. Personnel</b>	\$20,250	\$14,187	\$14,188	\$2,250	\$0	\$50,875
<b>B. Fringe Benefits</b>	\$3,848	\$2,696	\$2,696	\$428	\$0	\$9,668
<b>C. Travel</b>	\$1,000	\$1,000	\$1,000	\$1,000	\$1,780	\$5,780
<b>D. Equipment</b>	\$0	\$518	\$0	\$0	\$518	\$1,036
<b>E. Supplies</b>	\$2,050	\$0	\$0	\$400	\$240	\$2,690
<b>F. Construction</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>G. Consultants</b>	\$770	\$770	\$770	\$0	\$0	\$2,310
<b>H. Other</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL DIRECT COSTS</b>	\$27,918	\$19,171	\$18,654	\$4,078	\$2,538	\$72,359
<b>I. Indirect Costs</b>	\$10,665	\$7,323	\$7,126	\$1,558	\$969	\$27,641
<b>TOTAL PROJECT COSTS</b>	\$38,583	\$26,494	\$25,780	\$5,636	\$3,507	\$100,000

## **APPENDIX C**

### **Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act for Tribal Governments**



## **Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act as Amended for Tribal Governments**

Applicants should refer to the regulations cited below to determine the certifications to which they are required to attest. Applicants should also review the instructions for certification included in the program regulations before completing this form. Signature on this form certifies that the applicant is qualified to receive the funds and provides for compliance with relevant requirements under 28 CFR Part 90, "Rape Exam Payment Requirement" and "Filing Costs for Criminal Charges and Protection Orders." -The certifications shall be treated as a material representation of fact upon which the Department of Justice will rely when it determines to award the covered transaction, grant, or cooperative agreement.

An Indian tribal government shall be qualified for funds provided under the Violence Against Women Act upon certification that:

- (1) the funds will be used only for the purposes described in 42 U.S.C. § 3796gg (b) under the "Grants to Combat Violent Crimes Against Women" program authority;
- (2) grantees and subgrantees will develop plans for implementation and will consult and coordinate with nonprofit, nongovernmental victim services programs, including sexual assault and domestic violence victim services programs;
- (3) the amount granted will be allocated, without duplication, as follows: at least 25 percent to law enforcement programs, at least 25 percent to prosecution programs, at least 30 percent to nonprofit, nongovernmental victim services programs, and at least 5 percent to tribal court programs. Indian tribal governments which do not have law enforcement authority are not subject to the

requirement that 25% of the total grant award be allocated to law enforcement, 25% to prosecution, and 5% to tribal courts; and

- (4) any federal funds received under this subchapter will be used to supplement, not supplant, nonfederal funds that would otherwise be available for activities funded under this chapter.

In addition, as required by Sections 2005 and 2006 of Title IV of the Violent Crime Control and Law Enforcement Act of 1994, Pub. L.103-322 (September 13, 1994), which, in part, amends the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 U.S.C. § 3711 et seq. [ by adding a new "Part T." Part T comprises Sections 2001 through 2006, codified at 42 U.S.C. §§ 3796gg through 3796gg-5], and implemented at 28 CFR Part 90, for persons entering into a grant or cooperative agreement, as defined at 28 CFR Part 90, the applicant certifies that:

- (1) Forensic Medical Examination Payment Requirement for Victims of Sexual Assault

(a) An Indian tribal government or other governmental entity incurs the full out-of-pocket costs of forensic medical examinations for victims of sexual assault.

(b) An Indian tribal government or other governmental entity shall be deemed to incur the full out-of-pocket cost of forensic medical examinations for victims of sexual assault if the Indian tribal government or other government entity:

- (1) provides such exams to victims free of charge;
- (2) arranges for victims to obtain such exams free of charge; or

**(3) reimburses victims for the cost of such examinations if:**

**(i) the reimbursement covers the full cost of such examinations, without any deductible requirement or limit on the amount of reimbursement;**

**(ii) the reimbursing governmental entity permits victims to apply for reimbursement for not less than one year from the date of the exam;**

**(iii) the reimbursing governmental entity provides reimbursement not later than ninety (90) days after written notification of the victim's expense; and**

**(iv) the reimbursing governmental entity provides information at the time of the examination to all victims, including victims with limited or no English proficiency, regarding how to obtain reimbursement. Section 2005 (b), codified at 42 U.S.C. 3796gg-4(b).**

**(2) Filing Costs For Criminal Charges and Protection Orders**

**(a) An Indian tribal government will not be entitled**

**to funds unless it:**

**(i) certifies that its laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, or in connection with the filing, issuance, registration, or service of a protection order or a petition for a protection order, to protect a victim of domestic violence, stalking, or sexual assault, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, or service of a warrant, protection order, petition for protection order, or witness subpoena, whether issued inside or outside the state, tribal, or local jurisdiction; or**

**(ii) gives the Assistant Attorney General for OJP assurances that its laws, policies, and practices will be in compliance with the requirements of (i) within the later of (a) the date on which the next session of the tribal legislature ends; or (b) October 28, 2002.**

**As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with above certifications.**

---

**Typed Name of Authorized Representative**

**Title**

**Telephone Number**

---

**Signature of Authorized Representative**

**Date Signed**

---

**Agency Name**

**DRAFT**



## **APPENDIX D**

### **Assurances**

# ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements—28 CFR, Part 66, Common rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976, Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of Investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C,D,E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

## **APPENDIX E**

### **Certifications Regarding Lobbying; Debarment, Suspension and other Responsibility Matters; and Drugfree Workplace Requirements**



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE COMPTROLLER

## CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUGFREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

### 1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its Instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510, -

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local)

transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### 3. DRUGFREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the DrugFree Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 —

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drugfree awareness program to inform employees about —

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drugfree workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted —

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

## DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620 —

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

# DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure)

<p>1. Type of Federal Action:</p> <p><input type="checkbox"/> a. contract  <input type="checkbox"/> b. grant  <input type="checkbox"/> c. cooperative agreement  <input type="checkbox"/> d. loan  <input type="checkbox"/> e. loan guarantee  <input type="checkbox"/> f. loan insurance</p>	<p>2. Status of Federal Action:</p> <p><input type="checkbox"/> a. bld/offer/application  <input type="checkbox"/> b. initial award  <input type="checkbox"/> c. post award</p>	<p>3. Report type:</p> <p><input type="checkbox"/> a. initial filing  <input type="checkbox"/> b. material change</p> <p>For Material Change Only:  year _____ Quarter _____  date of last report _____</p>
<p>4. Name and Address of Reporting Entity:</p> <p><input type="checkbox"/> Prime <input type="checkbox"/> Subawardee</p> <p>Tier _____, <i>if known</i></p> <p>Congressional District, <i>if known</i>:</p>	<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p>Congressional District, <i>if known</i>:</p>	
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description:</p> <p>CDFA Number, <i>if applicable</i>: _____</p>	
<p>8. Federal Action Number, <i>if known</i>:</p>	<p>9. Award Amount, <i>if known</i>:</p> <p>\$ _____</p>	
<p>10. a. Name and Address of Lobbying Entity (<i>if individual, last name, first name, MI</i>)</p>	<p>b. Individuals Performing Services (<i>including address if different from No. 10a</i>) (<i>last name, first name, MI</i>)</p>	
<p>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of the fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	<p>Signature: _____</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>Telephone No.: _____ Date: _____</p>	
<p>Federal Use Only:</p>		<p>Authorized for Local Reproduction Standard Form - LLL</p>

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identifying the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of subawardee, e.g., the first subwardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001".
9. For a covered Federal action where there has been an award or loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI)>
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046); Washington, D.C. 20503.
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## **APPENDIX F**

### **Sample Non-Supplantation Letter**



**[Tribal Letterhead]**

**[date]**

**Ms. Mary Lou Leary  
Acting Assistant Attorney General  
Office of Justice Programs  
810 7<sup>th</sup> Street, NW  
Washington, DC 20531**

**Dear Ms. Leary:**

**The [name of] Tribe certifies that any funds awarded through the STOP Violence Against Indian Women Discretionary Grant Program will be used to supplement existing funds for program activities and will not replace (supplant) non-Federal funds that have been appropriated for the purpose of programs to combat violence against Indian women. The [name of] Tribe understands that supplantation violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.**

**Sincerely,**

**[Tribal Leader Name and Title]**

## **APPENDIX G**

### **Single Points of Contact**

## **INTERGOVERNMENTAL REVIEW PROCESS**

Executive Order 12372 requires applicants from State and local units of government or other organizations providing service within a State to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the State. You must contact your State SPOC to find out if this program has been selected for review by your State.

In accordance with Executive Order #12372, "Intergovernmental Review of Federal Programs," Section 4, the Office of Management and Budget (OMB) shall maintain a list of official State entities designated by the States to review and coordinate proposed Federal financial assistance and direct Federal development. This listing is the **OFFICIAL OMB LISTING**. This listing is also published in the Catalogue of Federal Domestic Assistance biannually.

States that are not listed no longer participate in the intergovernmental review process but MAY still apply for grants. These include: Alaska; American Samoa; Colorado; Connecticut; Kansas; Hawaii; Idaho; Louisiana; Massachusetts, Minnesota; Montana; Nebraska; Oklahoma; Oregon; Pennsylvania; South Dakota; Tennessee; Virginia; and Washington. This list is based on the most current information provided by the States. Changes to the list will only be made upon formal notification by the State.

### **ARIZONA**

Joni Saad  
Arizona State Clearinghouse  
3800 N. Central Avenue  
Fourteenth Floor  
Phoenix, Arizona 85012

Telephone (602) 280-1315  
FAX: (602) 280-1305

### **ARKANSAS**

Mr. Tracy L. Copeland  
Manager, State Clearinghouse  
Office of Intergovernmental Services,  
Department of Finance and Administration  
1515 W. 7th St., Room 412  
Little Rock, Arkansas 72203

Telephone: (501) 682-1074  
FAX: (501) 682-5206  
tlcopeland@dfa.state.ar.us

### **CALIFORNIA**

Grants Coordinator  
Office of Planning & Research  
1400 Tenth Street, Room 121  
Sacramento, California 95814

Telephone (916) 323-7480  
FAX (916) 323-3018

### **DELAWARE**

Francine Booth  
State Single Point of Contact  
Executive Department  
Thomas Collins Building  
P.O. Box 1401  
Dover, Delaware 19903

Telephone: (302) 739-3326  
FAX: (302) 739-5661  
fbooth@state.de.us

### **DISTRICT OF COLUMBIA**

Charles Nichols  
State Single Point of Contact  
Office of Grants Mgmt. & Development.  
717 14th Street, N.W. - Suite 500  
Washington, D.C. 20005

Telephone: (202) 727-6554  
FAX: (202) 727-1617

### **FLORIDA**

Florida State Clearinghouse  
Department of Community Affairs  
2740 Centerview Drive  
Tallahassee, Florida 32399-2100

Telephone: (904) 922-5438  
FAX: (904) 487-2899

cherie.trainor@dcs.state.fl.us

**GEORGIA**

Deborah Stephens  
Administrator  
Georgia State Clearinghouse  
254 Washington Street, S.W. - Room 401J  
Atlanta, Georgia 30334

Telephone: (404) 656-3855 or  
FAX: (404) 656-7901  
ssda@mail.opb.state.ga.us

**ILLINOIS**

Virginia Bova  
State Single Point of Contact  
Department of Commerce and Community  
Affairs  
620 East Adams  
Springfield, Illinois 62701

Telephone: (217) 814-6028  
FAX: (217) 814-1800

**INDIANA**

Frances Williams  
State Budget Agency  
212 State House  
Indianapolis, Indiana 46204

Telephone: (317) 232-2972  
FAX: (317) 233-3323

**IOWA**

Steven R. McCann  
Division for Community Assistance, Iowa  
Department of Economic Development  
200 East Grand Avenue  
Des Moines, Iowa 50309

Telephone: (515) 242-4719  
FAX: (515) 242-4859  
steve.mccann@ided.state.ia.us

**KENTUCKY**

Kevin J. Goldsmith, Director  
Sandra Brewer, Executive Secretary  
Intergovernmental Affairs  
Office of the Governor  
700 Capitol Center Avenue  
Frankfort, Kentucky 40601

Telephone: (502) 564-2611  
FAX: (502) 564-2849  
sbrewer@mail.state.ky.us

**MAINE**

Joyce Benson  
State Planning Office  
184 State Street  
38 State House Station  
Augusta, Maine 04333

Telephone: (207) 287-3261  
FAX: (207) 287-6489

joyce.benson@state.me.us

**MARYLAND**

Linda Janney, Manager  
Plan and Project Review  
Maryland Office of Planning  
301 W. Preston Street - Room 1104  
Baltimore, Maryland 21201-2365

Telephone: (410) 767-4490  
FAX: (410) 767-4480  
linda@mail.op.state.md.us

**MICHIGAN**

Richard Pfaff  
Southeast Michigan Council of Governments  
1900 Edison Plaza  
660 Plaza Drive  
Detroit, Michigan 48226

Telephone: (313) 961-4266  
FAX: (313) 961-4869  
pfaff@semcog.org

**MISSISSIPPI**

Cathy Mallette  
Clearinghouse Officer  
Department of Finance and Administration  
455 North Lamar Street  
Jackson, Mississippi 39202-3087

Telephone: (601) 359-6762  
FAX: (601) 359-6764

**MISSOURI**

Lois Pohl  
Federal Assistance Clearinghouse  
Office Of Administration  
P.O. Box 809  
Room 760, Truman Building  
Jefferson City, Missouri 65102

Telephone: (314) 751-4834  
FAX: (314) 751-7819

**NEVADA**

Department of Administration  
State Clearinghouse  
Capitol Complex  
Carson City, Nevada 89710

Telephone: (702) 687-4065  
FAX: (702) 687-3983  
Contact: Heather Elliot  
(702) 687-6367  
helliott@govmail.state.nv.us

**NEW HAMPSHIRE**

Jeffrey H. Taylor  
Director, New Hampshire Office of State  
Planning  
Attn: Intergovernmental Review Process  
Mike Blake  
2 ½ Beacon Street  
Concord, New Hampshire 03301

Telephone: (603) 271-2155  
FAX: (603) 271-1728

**NEW MEXICO**  
Nick Mandell  
Local Government Division  
Room 201 Bataan Memorial Building  
Santa Fe, New Mexico 87503

Telephone: (505) 827-3640  
FAX (505) 827-4984

**NEW YORK**  
New York State Clearinghouse  
Division of the Budget  
State Capitol  
Albany, New York 12224

Telephone: (518) 474-1605  
FAX (518) 486-5617

**NORTH CAROLINA**  
Jeanette Furney (Grants)  
Chrys Baggett (Environment)  
N.C. State Clearinghouse  
Office of the Secretary of Administration.  
116 West Jones Street  
Raleigh, North Carolina 27603-8003

Telephone: (919) 733-7232  
FAX: (919) 733-9571

**NORTH DAKOTA**  
North Dakota Single Point of Contact  
Office of Intergovernmental Assistance  
600 East Boulevard Avenue  
Bismarck, North Dakota 58505-0170

Telephone: (701) 224-2094  
FAX: (701) 224-2308

**OHIO**  
Larry Weaver  
State Single Point of Contact  
State Clearinghouse  
Office of Budget and Management  
30 East Broad Street, 34th Floor  
Columbus, Ohio 43266-0411  
*Please direct correspondence and questions  
about intergovernmental review to:*  
Linda Wise  
Telephone: (614) 466-0698  
FAX: (614) 466-5400

**RHODE ISLAND**  
Kevin Nelson  
Review Coordinator  
Department of Administration  
Division of Planning  
One Capitol Hill, 4th Floor  
Providence, Rhode Island 02908-5870

Telephone: (401) 222-2280

FAX: (401) 222-2083

**SOUTH CAROLINA**  
Rodney Grizzle  
State Single Point of Contact  
Budget and Control Board  
Office of the Governor  
1122 Ladies Street - 12<sup>th</sup> Floor  
Columbia, South Carolina 29201

Telephone: (803) 734-0485  
FAX: (803) 734-0645  
agrizzle@budget.state.sc.us

**TEXAS**  
Tom Adams  
Governors Office  
Director, Intergovernmental Coordination  
P.O. Box 12428  
Austin, Texas 78711

Telephone: (512) 463-1771  
FAX: (512) 463-1888  
tadams@governor.state.tx.us

**UTAH**  
Carolyn Wright  
Utah State Clearinghouse  
Office of Planning and Budget  
Room 116 State Capitol  
Salt Lake City, Utah 84114

Telephone: (801) 538-1535  
FAX: (801) 538-1547  
cwright@state.ut.us

**WEST VIRGINIA**  
Fred Cutlip, Director  
West Virginia Development Office  
Building #6, Room 645  
State Capitol  
Charleston, West Virginia 25305

Telephone: (304) 558-0350  
FAX: (304) 558-0362  
fcutlip@wvdo.org

**WISCONSIN**  
Jeff Smith, Section Chief  
State/Federal Relations  
Wisconsin Department of Administration  
101 East Wilson Street - 6th Floor  
P.O. Box 7868  
Madison, Wisconsin 53707

Telephone: (608) 266-0267  
FAX: (608) 267-6931  
sjt@mail.state.wi.us

**WYOMING**  
Sandy Ross  
State Single Point of Contact  
Department of Administration and Information  
2001 Capitol Avenue, Room 214

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